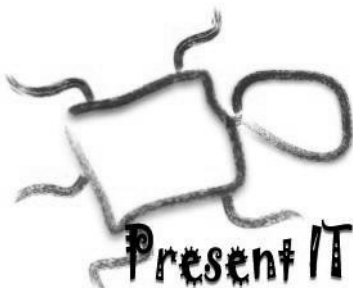


# Bridging to Office 2007



## Teacher's Notes

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## Bridging to Office 2007

Lesson 1	Microsoft Office 2007 Terminology
Lesson 2	Introduction to Word 2007
Lesson 3	Word Ribbons
Lesson 4	Save a document
Lesson 5	Open a document
Lesson 6	Work in Word
Lesson 7	The Clipboard
Lesson 8	Format Text
Lesson 9	Paragraphs
Lesson 10	Clipart
Lesson 11	Drawing Tools
Lesson 12	Tables
Lesson 13	Introduction to Excel 2007
Lesson 14	Spreadsheet Activities
Lesson 15	Introduction to PowerPoint 2007
Lesson 16	Create a presentation
Lesson 17	Animation in PowerPoint
Lesson 18	Excel Graphing Activity
Lesson 19	Happy Birthday Card
Lesson 20	"Let me introduce myself" PowerPoint Show
Lesson 21	PowerPoint Book Report
Lesson 22	Informative Presentation
Lesson 23	Budgeting in Excel 2007
Lesson 24	Write an article
Lesson 25	Create a flyer with important numbers

## Lesson 2

1. Office button
2. Quick Access toolbar
3. Title bar
4. Tabs
5. The Ribbon
6. Font Group
7. Dialog Box Launcher
8. Horizontal Ruler
9. Vertical Ruler

If the rulers are not visible, do the following: Click the View tab. Click the check box next to Ruler in the Show/Hide group.

10. Scroll bar
11. Status bar

## Lesson 3

	Tab	Group
Page Orientation	Page Layout	Orientation
Format Painter	Home	Clipboard
Insert Caption	References	Captions
Table	Insert	Tables
Table of Contents	References	Table of Contents
Numbering	Home	Paragraph
New Comment	Review	Comments
Shapes	Insert	Illustrations
Justify	Home	Paragraph
Page Break	Page Layout	Page Setup
WordArt	Insert	Text
Start Mail Merge	Mailings	Start Mail Merge
Grow Font	Home	Font
Zoom	View	Zoom
Picture	Insert	Illustrations
Find	Home	Editing
Header	Insert	Header & Footer
Clear Formatting	Home	Font
Print Layout	View	Document Views

## Lesson 7

1. Click the Dialog Box Launcher in the Clipboard Group (Home Tab).
2. 24
3. Click the item to insert.
4. Point to the item. Click the down-arrow. Select Delete.
5. Click Paste All.